

## **TEST ENROLLMENTS (INDIVIDUAL)**



# PRIOR TO ENROLLING IN ANY S.A.F.E. NATIONAL OR STATE TEST COMPONENT, YOU WILL NEEDTHE FOLLOWING:

- A NMLS account
- Your individual NMLS ID

Prior to scheduling an appointment to take a S.A.F.E. national or state test component at a test center, an enrollment must be requested and paid for in NMLS.

### **HOW TO OBTAIN THE NMLS INDIVIDUAL ID:**

For Individuals without an existing NMLS account, follow these steps to create your account and ID:

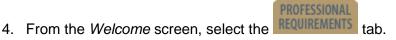
- Open the <u>NMLS Resource Center</u> website.
- 2. Select the "Log into NMLS" button in the top right corner.
- 3. Select the "Create an individual account" link.
- 4. Retype the security letters & numbers shown on the screen in the space provided and click "Next".
- 5. Complete the information on the Create Individual User Account page.
- 6. Click the "Finish" button to confirm.
- 7. A confirmation message containing your **User Name** and **Individual (User) ID** will be displayed.

### For Individuals with an existing NMLS account, follow these steps to view your ID:

- 1. Open the **NMLS Resource Center** website.
- Select the "Log into NMLS" button in the top right corner.
- 3. Log into NMLS.
- 4. Select the "Composite View" tab.
- 5. Select the "View Individual" link at the top of the page.
- 6. Your **Individual ID** will be displayed.

#### **HOW TO ENROLL FOR A TEST COMPONENT**

- Open the <u>NMLS Resource Center</u> website.
- 2. Select the "Log into NMLS" button in the top right corner.
- 3. Log into NMLS.



- 5. Under the *Professional Requirements* tab, select the Testing sub-menu option.
- 6. On the left navigation panel, click *Test Enrollments*.
- Select the jurisdiction(s) in which you must comply with the testing requirements and click **Next**.

Note: If you wish to enroll in the National Test <u>only</u> and your jurisdiction does not appear, select any jurisdiction.

- Select the test(s) for which you wish to enroll or use the Select All or Unselect All options and click Add to Cart.
- 9. Click **Proceed to Invoice** for a complete breakdown of the fees.
- 10. Click **Pay Invoice** to continue to the payment screens and remit payment.

Instructions for scheduling tests will be provided in the notification e-mail(s). For more information see the MLO Testing Handbook and Test Content Outlines.

For further assistance, please contact the NMLS Call Center at 240-386-4444.